



## 2024 July to December Commercial Mixing Facility Tonnage Submission Instructions

**Please Read the Instructions **BEFORE** completing the 2024 July to December Tonnage**

A Completed Tonnage Form per firm **must be** submitted, **even if "ZERO TONNAGE" is being reported.**

### Late Fee

On February 1, 2025 a late fee of \$10 or 10% of the total tonnage tax owed, whichever is greater, will be applied. The late fee will increase on the first of every month that the tonnage form is not submitted. A lien will be placed against future product registrations for the amount owed, including surcharges.

### How to Complete the Tonnage Form by Section

Please use the fillable form feature and type the information onto the tonnage form per firm. **Do not combine firms onto one form.**

### Company/Firm Information

**Do not enter outside registrant information in this section.**

- Exact information that is on the product label.
- If you do not use a **Registrant** (see definition below) please put all contact and mailing information in this section **only**.

### Registrant Information

- Company/Person other than the company listed on the product label that is responsible for submitting registration
- **Proof of Registration will be mailed to the Registrant mailing address if this section is filled out.**

### Product List

**EACH product that was registered for 2024 MUST be listed on the Excel Sheet ONLY if you report tonnage sold.**

- Product name **MUST** match the product name on the 2024 registration form
- N-P-K: List if applicable
- Fertilizer Code: UFTRS Code (see code list on our website)
- County Code: **1** = Kent, **3** = New Castle, **5** = Sussex
- Form: **Bag, Bulk, or Liquid**
- Use: **1** - Farm, **2** - Non-Farm, **3** - Golf/Athletic Field, **4** - Garden/Landscape, **5** - Potting/Planting Soil, **6** - Nursery/Greenhouse
- Total tons for products available 10 pounds and under
- Total tons for products available over 10 pounds

**Please use the fillable PDF feature and type in all needed Tonnage information.**

**If the instructions are not followed the tonnage submission may be denied and sent back and a hold placed on your 2025 Registration.**

### Tonnage Questions:

Call: 302-698-4524

Email:

[DDA\\_AgCompliance@delaware.gov](mailto:DDA_AgCompliance@delaware.gov)

### Inspection Fees

- Transfer the totals from the Tonnage Reporting Product List to the registration form. Fee will be calculated
- \$0.25 a Ton tonnage fee – all fees must be paid no matter the dollar amount

### Option 1: If Tonnage Fee is Owed AND/OR Late Fees After February 1, 2025

- **What needs to be submitted:**
  - Completed Tonnage Form
  - Completed Tonnage Product List (Excel Sheet)

### Payment Options For Tonnage Fees Owed AND/OR Late Fees After February 1, 2025

- **If paying by credit card please visit the payment link below:**  
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm> **Note: Put 00 for Invoice Number**
  - If paying via credit card please **email Tonnage Form, Product List and payment receipt** to [DDA\\_AgCompliance@delaware.gov](mailto:DDA_AgCompliance@delaware.gov)
- **Please make checks payable to:**
  - Delaware Department of Agriculture
  - Include a paper copy of the Tonnage Reporting Form with check
  - Mail Tonnage Reporting Form and check to:
    - Delaware Department of Agriculture  
Attn: Agriculture Compliance Section  
2310 South DuPont Highway, Dover, DE 19901

### Option 2: If No Tonnage Fee is Owed

- **What needs to be submitted:**
  - Completed Tonnage Form
  - Please fill out and email forms to [DDA\\_AgCompliance@delaware.gov](mailto:DDA_AgCompliance@delaware.gov)
  - Tonnage Form can be filled out on the computer
  - A signature is not required
    - Authorized Rep just needs to type their name



STATE OF DELAWARE  
**DEPARTMENT OF AGRICULTURE**  
 AGRICULTURE COMPLIANCE SECTION  
 2310 South DuPont Highway  
 DOVER, DELAWARE 19901

**2024 July to December Commercial Mixing Facility Tonnage Reporting Form**

**Mixing Facility:** (Facility Name and Location)

Company/Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Registrant Information:** (Company, C/O, Person submitting Registration on behalf of Company. **Proof of Registration will be delivered to this address if filled**)

Registrant/Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_



**Tonnage Report Delivery Method**  
 Email                      Mail

**Tonnage Reporting Product List**

Please visit our website at <https://agriculture.delaware.gov/agriculture-compliance/>.  
 The pdf Tonnage SubmissionForm and Excel Product List will be available online OR email Ag Compliance at [DDA\\_AgCompliance@delaware.gov](mailto:DDA_AgCompliance@delaware.gov) for a copy of the forms. No other format will be accepted.

Registration Fees			
Products Available	Total Tons	Fee	Totals
10 lbs. and under only/Exempt		No Fee	No Fee Owed
Over 10 lbs. only		x \$0.25	
<b>Please convert pounds to tons. For example 500 LBS = 0.25 Tons</b>		<b>Total Due:</b>	

**Please make checks payable to:  
 Delaware Department of Agriculture**

**\*\*DO NOT FAX\*\***

The following report is a true statement of all the FERTILIZERS & SOIL CONDITIONERS distributed by this firm in the STATE OF DELAWARE for the semi-annual period of July 1, 2024 to December 31, 2024 required by the Delaware Commercial Fertilizers and Soil Conditioners Law.

\_\_\_\_\_  
 Authorized Representative (Please Type Your Name)

\_\_\_\_\_  
 Date (mm/dd/yyyy)

**Office Use Only**

**CERTIFICATE OF APPROVAL**

Date: Processed: \_\_\_\_\_  
 Check Payment?            Yes    No    \$ \_\_\_\_\_  
 Check Number: \_\_\_\_\_  
 CC Payment?                Yes    No    \$ \_\_\_\_\_  
 Credit Applied?            Yes    No    \$ \_\_\_\_\_

Approved By Signature: \_\_\_\_\_